

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Concession Attendant / Cashier (Seasonal)

Revision Date: 02/14
EEO Category: Admin. Support
Status: Non-exempt
Control No: 50803

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Alta Canyon Office Coordinator, oversees and operates the concession stand at Alta Canyon Sports Center and performs concessionaire and cashier duties.

III. Essential Duties:

- Prepare and sell food and other items from the Alta Canyon Sport Center Snack Bar.
- Open/close cash register in accordance with Alta Canyon Sports Center procedures.
- Serve customers in a friendly, professional, quick and efficient manner by having a thorough knowledge of the concession equipment, products sold, and cash register programs.
- Maintain an efficient and sanitary food preparation environment in accordance with all City, County, and State Health regulations by regular inspection, maintenance and cleaning.
- Report any equipment failure to maintenance and the Office Coordinator immediately.
- Responsible for keeping the concession area visually pleasing, clean and safe for customers by regular inspection, maintenance and cleaning.
- Balance tills according to procedures with no more than 1% difference during any shift.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Maintain an efficient inventory and ordering/receiving schedule to protect against theft and to project future needs and costs.

IV. Marginal Duties:

- Attend regularly scheduled staff meetings.
- Perform other duties as assigned.

V. Qualifications:

Experience: Six months experience in customer service and cashiering preferred, food handling experience preferred. Must be at least 16 years of age.

License/Certification: Must have or be able to obtain a food handler permit. CPR and First Aid certification, as well as Bloodborne Training is required within 30 days of hire.

Responsibility for: Serving customers in a friendly, professional, quick and efficient manner. Opening/closing cash register and depositing monies received into the department safe. Keeping the concession area visually pleasing, clean and safe for customers. Inspecting and maintaining an efficient and sanitary food preparation area in accordance with all City, County, and State Health regulations.

Communication Skills: Constant contact with customers face-to-face; furnishing and obtaining information; using tact and judgment; follow written and verbal instructions; communicate effectively verbally and in writing;

establish and maintain effective working relationships with other city employees and customers.

Tool, Machine, Equipment Operation: Daily use of cash register, microwave, hot dog, pretzel, churro, popcorn, ice and soda machines, along with other equipment.

Analytical Ability: Apply general math knowledge effectively to specific conditions; ability to handle confrontational situations and make sound decisions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles concession equipment; may periodically bend, stoop, or crouch; and frequently communicates with others. Work may involve some physical exertion; the need to stand for long periods of time and some lifting may be required, up to 50 lbs. Must have ability to prepare food and operate equipment at a counter 36" high.

Work Environment: Generally comfortable working conditions. The noise level in the work environment can fluctuate with the presence of children. The temperature of the snack bar may also fluctuate with the weather. Moderate pressure and fatigue are present in this position due to exposure to stressful situations and frequent exposure to high volume of customers. Constant attendance is required. Work assignments are broad and performed with limited supervision; work is referred to supervisor as questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____